

## **Element 17 – Management Review**

Version Number: 6  
Version Date: March 16, 2015

### **Purpose**

The District will conduct an annual management review to identify any required improvements to the District's biosolids management program or biosolids EMS, as identified through internal or third party verification audits, changing circumstances, and/or the District's commitment to continual improvement.

The following describes the District's procedures for conducting the management review of the District's biosolids management program.

### **Responsible Parties**

EMS Coordinator  
Director of M&O  
Executive Director

### **Procedures**

1. The EMS Coordinator will submit the final version to the *Biosolids Program and EMS Performance Report* (prepared in Element 15) to the Executive Director for his review upon its completion.
2. The EMS Coordinator will schedule a follow-up meeting with the Director of M&O and the Executive Director to discuss the report and to address the possible need for changes to policy, the goals and objectives, the biosolids management program and other EMS elements based on internal EMS audit results, external verification EMS audits by third parties, changing circumstances, and the commitment to continual improvement.
3. The EMS Coordinator will maintain, at a minimum, the following related to its management review:
  - a. Schedule and scope for review.
  - b. Documentation of findings, evaluation, and follow-up actions.
  - c. Documentation of changes to policies, plans, procedures, practices and other EMS elements that occur as a result of the management review findings, evaluation, or follow-up actions.
4. A summary of Management Review activities and suggestions will be published in the *Biosolids Program and EMS Performance Report* described in Element 15.

### **References**

Document 17.1 – Management Review Guidance  
Element 15 – Biosolids Program and EMS Performance Report  
Element 16 – Biosolids EMS Internal Audit

**Revision History**

<b>Version Number</b>	<b>Version Date</b>	<b>Description of Revision</b>
0	7/28/05	Original Issue
1	10/24/05	Procedure for the EMS coordinator to maintain the schedule, findings, evaluation, etc. related to the management review.
2	7/24/09	Revised procedures for conducting the management review.
3	03/19/07	Added language to submit Annual Biosolids Report to the Executive Director upon its completion.
4	4/22/09	Updated Position Titles for Division Heads
5	10/17/11	Edited Footer with Official Document Location
6	3/16/15	Procedure Steps 1 & 4 and References revised to read Biosolids Program and EMS Performance Report.